

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140017-4  
 REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS-OTR-LS-3

1. TITLE OF REPORT (If a fill-in report include Form No.)

LANGUAGE SCHOOL ACCESSIONS LIST

2. TYPE  
OF  
REPORT

STATISTICAL

X NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

20

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

20

7. FORMAT (memorandum, form  
computer print-out, etc)  
List

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Verbal Authority of C/LS

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OTR/LS/LY

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

NONE

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06	4.00		1		4.00		12		\$48.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$48.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Prepared so that OTR/LY AND OTR/LS personnel will know what books, tapes, etc. have  
 been received during the month.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

X RETAIN AS IS

OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

0

0

DISCONTINUE

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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22 September 1970

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